

# ACCOUNTING SPECIALIST

**Reports to: Administrative Services Manager**

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## **Definition/Summary**

To perform clerical accounting functions involving accounts receivable, accounts payable, and payroll processing; as well as a variety of clerical and technical accounting duties related to assigned area of responsibility.

## **Essential Functions (may include):**

- Perform clerical and accounting functions involving accounts receivable, accounts payable and payroll processing.
- Input data into the accounting system
- Receive all checks and cash, input data into the accounting system; reconcile cash transactions; prepare daily bank deposit; post information to individual accounts.
- Process invoices for landowners and employees; prepare monthly statements. Balance accounts receivable customer balances to the general ledger at the end of each month.
- Field landowner and tenant calls regarding billing, property sales, customer adjustments and address changes.
- Communicate with water operators regarding water applications and acknowledgements.
- Receive and process water applications; assist landowners and tenants in completing applications; calculate monies due; balance and reconcile transactions.
- Maintain the District's assessment roll, review entries for accuracy, and prepare Certificates of Redemption. Receive and process inquiries from property tax collectors, appraisers, and title companies
- Prepare monthly reports on accounts receivable transactions, post information to the general ledger.
- Perform accounts payable functions including receiving and paying vendor invoices/statements, submit payables for board approval twice monthly (preparing checks and warrants listing).
- Process District payroll, including calculating timecards and data entry twice a month.
- Maintain inventory of District equipment and supplies; prepare monthly inventory reports.

### **Essential Functions (continued)**

- Responsible for ordering office supplies, supplies for various shop locations, and printed supplies (envelopes, purchase order books, etc.)
- Responsible for Reclamation Reform Act (RRA) compliance.
- Perform parcel maintenance and ownership changes.
- Responsible for compliance with Record Retention Policy

### **Other Duties:**

- Answering telephones and assisting customers in the office.
- Responsible for picking up and taking mail daily to and from the post office.
- Responsible for daily banking (taking deposits to the bank).
- Perform a variety of general clerical duties including word processing, maintaining files and records.
- Operate a variety of office equipment, including computers, adding machines, copiers, and related equipment.
- Provide support to clerical staff and other District employees.
- Perform related duties and responsibilities as assigned.
- Assist in all District mailings.
- Cross-training to provide coverage for other office positions.
- Establish and maintain a variety of records and files.
- Assist with Public Records Act requests.
- Maintain proper work safety standards.
- Special duties as assigned.

### **Qualifications:**

#### **Knowledge of:**

- Basic bookkeeping and accounting principles and practices.
- Recordkeeping principles and practices.
- Knowledge and familiarity with Microsoft Office Suite, particularly Word, Excel, and Outlook.
- Possess excellent customer service skills.
- Principles of mathematics.
- Principles of basic report preparation.
- Pertinent Federal, State, and local laws, codes, and ordinances.

**Ability to:**

- Use and operate a computer.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity that allows for effective interaction and communication with others.
- Maintain effective audio-visual discrimination and perception needed for successful job performance.

**Typical Physical Activities:**

- May occasionally travel in conducting District business.
- Work at a desk for extended time periods.
- Work in an office environment, lift and move objects up to 25 pounds such as large binders, computers, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Use office equipment such as computers, copier, and postage machine.
- Sit for extended time periods.
- Stand and walk for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Irregular or extended work hours: occasionally required to change working hours or work overtime.

**Environmental Factors:**

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.

**Desirable Qualifications:**

Any combination of education and experience that would provide the necessary knowledge and abilities.

**License Certificate Registration Requirement**

Driver's License: Possession of a valid California Class C Driver's License required at the time of appointment.